

Online Professional Development Opportunities for Adult Educators – An Online Review of National Efforts

The purpose of this online review was to explore and identify online professional development opportunities for Florida’s Adult Education Practitioners. As can be seen by the number of entries identified below, the Internet community holds the key to an unlimited amount of professional development opportunities. In that regard, Florida TechNet will continue to monitor the Internet and make additions to this PD listing as needed.

The majority of the online courses are self-study, and provided free of charge. In cases where there is a fee, the cost is minimal and certificates of completion are distributed.

The types of PD opportunities vary from completing an online course, to watching videos and conducting study circles. Online PD resources currently listed in this document include the following categories:

- Adult Learners
- Adults with Disabilities
- Authentic Thinking and Teaching
- Data Collection and Reporting
- Building and Evaluating Adult Education Programs
- Distance Learning
- ESOL
- Family Literacy
- GED
- Health Literacy
- Learning Styles and Multiple Intelligences
- Persistence
- Potpourri
- Reading
- Volunteers
- Writing
- Workplace Readiness

Adult Learners

Exploring Principles of Adult Learning

Provider: New Readers Press

Cost: \$14.95

Access: Any time

When working with adult learners, it is important to understand how they learn. In this course, you will be introduced to four principles of adult learning. You then will learn how to use these principles when facilitating training. By then end of this course, you will

- list four principles of adult learning
- define each of these principles
- provide two training tips for each principle

URL: <http://www.newreaderspress.com/Items.aspx?hierId=6800>

Understanding the Adult Basic Education Student

Provider: Florida TechNet,
funded by the Florida
Department of Education,
Division of Workforce
Education/Adult Education

Cost: free

Access: anytime

Description: This web-based training will provide you with information and resources that will help you better understand the ABE (Adult Basic Education) student. If you want to be effective in helping your students achieve their goals, it is important that you know about a variety of aspects regarding the adult student.

Everything that you say, do, or write can impact whether or not the ABE student is comfortable and productive in your classroom. Every student is different. Every student comes to you with unique needs and abilities. It is up to you to recognize these needs and abilities and assist your students in achieving their goals.

URL: <http://www.floridatechnet.org/moodle/course/view.php?id=4> (Create a free Moodle account)

Adults with Disabilities

<p>Bridges to Practice: An Introduction</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This first web-based training of Florida's Bridges to Practice will provide you with information on:</p> <ul style="list-style-type: none"> • The wide range of disorders that are called learning disabilities • The screening and diagnosis process • Instructional modifications, strategies and accommodations • Legal issues related to adults with learning disabilities • The need for systemic change - programmatic and services • State and national resources <p>URL: http://www.floridatechnet.org/inservice/bridges/page2.html</p>
<p>Access eLearning</p> <p>Provider: Georgia Tech</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: Access E-Learning is a tutorial of the <u>Georgia Tech Research on Accessible Distance Education (GRADE)</u> project at Georgia Tech.</p> <p>This tutorial is comprised of 10 modules that offer information, instructional techniques, and practice labs on how to make the most common needs in distance education accessible for individuals with disabilities, and enhance the usability of online materials for all students.</p> <p>URL: http://www.accesslearning.net/</p>
<p>Authentic Thinking and Teaching</p>	
<p>Authentic Assessment</p>	<p>Description: The Authentic Assessment Toolbox site is a tutorial for learning all about authentic</p>

<p>Toolkit</p> <p>Provider: Jon Mueller. Professor of Psychology, North Central College</p> <p>Cost: Free</p> <p>Access: Any time</p>	<p>assessment. It is presented with hypertext and features creating authentic tasks, rubrics and standards for measuring and improving student learning. What is authentic assessment? Why do we need it? How do you do it? Answers to these questions as well as information on Standards, Rubrics, Portfolios, and Examples can be found here. Educators at all levels will find this site useful.</p> <p>URL: http://jonathan.mueller.faculty.noctrl.edu/toolbox/index.htm</p>
<p>Overview of Critical Practices</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: If you've been waiting for a user-friendly way to dip into critical pedagogy, this is it. This self-study is a starting point to developing a theoretical background on critical pedagogy. Learn to what extent education programs reflect critical pedagogy in their structure and practices and analyze your own practices for the degrees of critical pedagogy across six elements of an adult education program.</p> <p>URL: http://www.ncsall.net/?id=800</p>
<p>Philosophy of Using Authentic Curriculum</p> <p>Provider: World Education</p> <p>Cost: free</p>	<p>Description: A curriculum is a guide for learning. Everyone who chooses or creates curriculum (or textbooks) needs to develop a personal philosophy of teaching and learning, examine the values and beliefs behind that philosophy, and design or select a curriculum that reflects those beliefs and values. Compare three approaches to curriculum—traditional, learner-driven, and critical—and begin to articulate your own philosophy of teaching and curriculum development.</p> <p>URL: http://www.ncsall.net/?id=801</p>

<p>Access: Any time</p>	
<p>Using Authentic Curriculum and Materials</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: The team of researchers led by Victoria Purcell-Gates found that adult literacy instruction is more effective if teachers use materials and activities that adults actually encounter in their daily lives. This course will encourage you to work collaboratively with your students to identify a topic for a lesson that uses authentic materials and activities. You will be using the handbook, <i>Creating Authentic Materials and Activities for the Adult Literacy Classroom</i>, as a guide in moving toward contextualized literacy instruction.</p> <p>URL: http://www.ncsall.net/?id=1068</p>
<p>Building Teacher/Learner Collaborations</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: In coding the data for the Literacy Practices of Adult Learners study, the researchers found that the learners themselves were attributing changes in literacy practice to life changes, such as changes in employment, living situations, family situations/children, and health. Explore the social nature of your learners' literacy practices and how those practices may change from the beginning of instruction. Develop a strategy for collaborating with learners to identify a topic on which to build instructional activities.</p> <p>URL: http://www.ncsall.net/?id=1069</p>
<p>Building and Evaluating Adult Education Programs</p>	
<p>Making Evaluation Work</p>	<p>Description: This course is primarily directed at those program directors and staff who are new to</p>

<p>for Your Program</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>program evaluation in adult and family literacy. You will learn the basics of program evaluation and take away an evaluation framework to use in your adult or family literacy program. The importance of program evaluation to a variety of different audiences, including program staff, will be explained throughout the course.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>
<p>Evaluating GED Programs</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This web-based training component has been designed to provide you with some basic information on the evaluation of GED programs. Although you may not be ready to be a part of the Auditor General's staff when you are finished, you will know the basics about:</p> <ul style="list-style-type: none"> • How to use program data to determine student achievement levels • How to evaluate teacher performance • How to review program data before a state audit to minimize any areas of concern • How to review your facility to ensure it meets codes and standards • How to use the data and information to make changes <p>URL: http://www.floridatechnet.org/inservice/wbt4/</p>
<p>A Roadmap to Implementing Adult</p>	<p>Description: This training will take you through the steps necessary to more effectively implement Adult Basic Education (ABE) and Workplace Readiness Programs and will provide you with information on:</p> <ul style="list-style-type: none"> • The history of Adult Basic Education

<p>Basic Education Programs</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<ul style="list-style-type: none"> • The adult learner • Teaching and learning styles • Student eligibility, assessment, and accountability • Student services including recruitment, intake, orientation, retention, and follow-up • Curriculum frameworks and course progression • Staff development <p>URL: http://www.floridatechnet.org/moodle/course/view.php?id=5 (Create a free Moodle account)</p>
<p>Get Your Message Out! Gaining Recognition for your Adult and Community Education Program</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce</p>	<p>This web-based training will assist you in obtaining skills about:</p> <ul style="list-style-type: none"> • Basic tools and techniques of public relations/marketing • Being on the air - broadcast opportunities • Student and volunteer recruitment procedures • Planning and marketing special events • Communicating effectively with the community and businesses • Creating a media handbook <p>URL: http://www.floridatechnet.org/moodle/course/view.php?id=12 (Create a free Moodle account)</p>

<p>Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	
<p>Strategies for Building Learning Communities</p> <p>Provider: World Education</p> <p>Cost: \$24.95</p> <p>Access: Any time</p>	<p>Description: Research has shown that creating learning communities or "cohorts" within the classroom helps students to persist in achieving their goals. In this course you will examine how learners differ developmentally and learn strategies for creating community among students.</p> <p>URL: http://www.newreaderspress.com/default.aspx?cat=prof&hid=300&pid=PLASE20</p>
<p>Data Collection and Reporting</p>	
<p>NRS Online</p> <p>Provider: Operated by the American Institutes for Research, funded by the U.S. Department of Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: NRS Online is the training site for the National Reporting System for adult education (NRS). This site includes online training courses designed for adult education program administrators that explain NRS requirements and courses designed to improve the quality of NRS data collection. You can also use this site as a reference source for the NRS.</p> <p>URL: http://www.nrsweb.org/trainings/online.aspx</p>

<p>In Search Of:</p> <p>Compliance and Retention in Adult Education Programs</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: In this web-based training, you will have an opportunity to review a number of different topics that can help you ensure that your programs are ready for an audit. If you have done your homework, then an audit should merely be a review of all the excellent things that are happening in your program. Will your program receive a "perfect" rating? Probably not, there is always room for improvement. View your audit as a learning experience. If there are things you need to change, change them. If you have established some exemplary procedures - share them with other adult educators.</p> <p>This web-based training will provide you with information on the following:</p> <ul style="list-style-type: none"> • Record retention and disposal • Performance issues • Compliance responsibilities • Self-assessment <p>(Note: Items in this training may be state specific. However, there are enough resources to assist you in developing training for your state.)</p> <p>URL: http://www.floridatechnet.org/moodle/course/view.php?id=10 (Create a free Moodle account)</p>
<p>Distance Learning</p>	
<p>Distance 101: Planning for Distance Education</p>	<p>Description: 8 weeks duration, 2-3 hours per week</p> <p>This online course is intended for teachers and administrators who are already skilled at delivering classroom-based adult education. It contains a variety of exercises to help educators through the</p>

<p>Provider: Project IDEAL</p> <p>Cost: free to member states of Project Ideal, including Florida</p>	<p>reinvention process. Each exercise provides a structured opportunity to reflect on four aspects of distance delivery ▸ recruitment, orientation, teaching, and assessment ▸ and develop strategies to handle each one. Pursued over a 6-8 week period, the course can help educators prepare for their new roles. The course is designed with several instructional products in mind: <i>Crossroads Cafe</i>, <i>GED Connection</i>, <i>PLATO</i>, <i>Skills Tutor</i>, and <i>Workplace Essential Skills</i>. These are the products that the Project IDEAL consortium is using in its current experiments with distance education. But the principles apply to teaching almost any product at a distance. Teachers who complete D101 are eligible for 2.4 C.E.U.s from the University of Michigan.</p> <p>The Support Center provides each member state with everything they need to offer online professional development to their teachers: a special website, a "textbook", a curriculum, a study guide for participants, and a guide for those who will facilitate the course. The Center provides ongoing support to each state's facilitator, ranging from training in the use of the website to mentoring each trainer during the time they facilitate the course. Every summer the Center provides a workshop for trainers from every member state. Here they can refine their techniques for building a virtual community of distance teachers.</p>
<p>Distance 102: Study Groups</p> <p>Provider: Project IDEAL</p> <p>Cost: free to member states of</p>	<p>Description: 4 weeks duration, 2-3 hours per week</p> <p>This second PD course is for teachers with one year experience teaching at a distance. Having mastered the mechanics of distance education, teachers are ready to think in a more focused way about pedagogy. Each participant develops a case study of a difficult pedagogical problem. The essence of the study group is having participants examine the cases one at a time, practicing the art of asking questions</p>

Project Ideal, including Florida	that probe the nature of the problem and identifying strategies to deal with the learner's difficulties. Teachers who complete D102 are eligible for 1.8 C.E.U.s from the University of Michigan.
<p>TV411 for ESL Instructors</p> <p>Provider: National Center on Adult Literacy</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This training module is a resource for professional developers who want to help adult education programs implement TV411 effectively. The module, meant to be a one-day training for ESL instructors of intermediate and advanced students, contains:</p> <ul style="list-style-type: none"> • Information about TV411 • Information about training goals and necessary material • A listing of the principles that guided the development of the module • An annotated agenda • Workshop activities and implementation models • Possible roadblocks • Reflection and evaluation activities <p>URL: http://www.literacy.org/tm_tv411/index.html</p>
<p>Teaching and Learning at a Distance</p> <p>Providers: Annette Lamb, Larry Johnson, and William L. Smith</p>	<p>Description: Distance education is the process of connecting teachers and students with online resources, virtual communications, and remote activities as the primary means of instruction. Virtual learning environments allow students the flexibility to learn</p> <ul style="list-style-type: none"> ▪ when they have the time, ▪ where they need to be,

<p>Cost: free</p> <p>Access: anytime</p>	<ul style="list-style-type: none"> ▪ and how they learn best. <p>This workshop is designed for instructional designers, faculty members, and other educators interested in developing online courses for middle school through college level.</p> <p>URL: http://eduscapes.com/distance/workshop_content/index.htm</p>
<p>How Online Learning Works</p> <p>Provider: Onlinelearning.net</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: If you're unfamiliar with the concept of online learning, allow us to give you a brief overview. Online courses are an exceptionally accessible, flexible resource whether your goal is gaining new teaching skills, meeting professional development requirements, or advancing your teaching career with a program certificate.</p> <p>URL: http://www.onlinelearning.net/OLE/index.html</p>
<p>ESOL</p>	
<p>ESOL Teacher Training Video</p> <p>Provider: Developed by Center for Literacy</p>	<p>Description: This 26-minute teacher training video was produced to provide new ESL teachers with background on the needs, wants, and issues of non-English speaking learners. The video includes a variety of teaching strategies and techniques proposed by veteran ESL teachers in Tennessee.</p> <p>URL: http://cls.coe.utk.edu:8080/ramgen/esol-teacher-training-01.rm</p>

<p>Studies and Tennessee Adult Education</p> <p>Cost: free</p>	
<p>ESL/CivicsLink</p> <p>Provider: Developed jointly by PBS Adult Learning Service; The National Center on Adult Literacy (NCAL) at the University of Pennsylvania; Jefferson County Public Schools Adult and Continuing Education, Louisville, Kentucky; and KLRN-TV, San Antonio, Texas.</p> <p>Access: anytime</p> <p>Cost: Individual license: \$89.95 Full access for one teacher for six months.</p> <p>Organization license: \$800 Full access for up to 10 teachers</p>	<p>Description: ESL/CivicsLink is an online professional development system for adult education ESL teachers. Developed by adult educators for adult educators and tested in the field, this web-based product is managed by Kentucky Educational Television and prepares teachers to do the following:</p> <ul style="list-style-type: none"> ▪ teach English to speakers of other languages, ▪ enhance cross-cultural awareness, and ▪ integrate English literacy instruction and civics education. <p>The ESL/CivicsLink online professional development system...</p> <ul style="list-style-type: none"> ▪ covers core issues in teaching ESL and civics. ▪ encourages active engagement through project-based learning. ▪ works for small group study with peer mentoring, and with both facilitated and non-facilitated models. ▪ provides customized portfolios in which teachers save journal entries, lesson plans, project work and resources. ▪ provides teachers with a collaboration tool via threaded discussions. ▪ includes relevant online and offline resources. <p>URL: http://civicslink.ket.org/login.xml</p>

<p>at one site for one year.</p> <p>Statewide license: prices vary</p> <p>Please call KET at (800) 354-9067 for more information.</p>	<p>Please call KET at (800) 354-9067 to ask about multiple-site discounts.</p>
<p>Principles and Practices of Online Teaching Certificate Program</p> <p>Provider: Teachers of English to Speakers of Other Languages (TESOL)</p> <p>Access: scheduled, check website</p> <p>Cost:</p> <p>Certificate Preparation Package: This package includes registration for PP 100, two content and two general online teaching courses. Note: To earn the certificate</p>	<p>Description: TESOL's "Principles and Practices of Online Teaching" certificate program is designed for the experienced and the inexperienced online English Language Teacher and course designer. Whether you design and deliver courses that are fully or partially run online, the "Principles and Practices of Online Teaching" program will help develop the skills you need to effectively teach English Language courses online or blend online segments with your traditional face-to-face courses. "Principles and Practices of Online Teaching" consists of certificate foundation and completion courses, and ten courses in general and content-specific topics.</p> <p>To earn the certificate of completion of the program, participants must successfully pass the certificate foundation and completion courses (PP 100 and PP 200), two of the content courses, and two of the general online teaching courses.</p> <p>Teaching professionals who are primarily interested in improving their online teaching skills and not in attaining the certificate can enroll in the courses they want. With the exception of PP 200, which has prerequisites (PP 100, two content and two general online teaching courses), there are no prerequisites for other courses.</p> <p>URL: http://www.tesol.org/edprg/olw/ppcp/index.htm</p>

<p>participants will have to also complete PP 200. Package is \$775 for TESOL members and \$1,325 for nonmembers.</p> <p>Individual courses: The registration fee for individual courses is \$175 per course for TESOL members and \$285 per course for nonmembers.</p>	
<p>TESOL's Online Academies</p> <p>Provider: Teachers of English to Speakers of Other Languages (TESOL)</p> <p>Cost: \$239 for TESOL members and \$319 for nonmembers</p> <p>Access: scheduled, check website</p>	<p>Description: TESOL offers a variety of online workshops throughout the year. Past topics have included <i>Using Internet Tools to Effectively Work with Beginning ESL/EFL</i>, <i>Teaching Writing Online</i>, and <i>Enhancing Online Communities with Voice and Webcams</i>. CEU's are available through the University of Wisconsin / Eau Claire.</p> <p>URL: http://www.tesol.org/edprg/olw/academies.html#w1</p>
<p>Teaching Adult ESOL</p>	<p>Description: This web-based training is designed to arm you as a provider of Adult English Literacy</p>

<p>Provider: Indian River State College, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Instruction (also known as English for Speakers of Other Languages or ESOL) with strategies, information and resources that will help you to help your English language learners. Topics you can use to help your learners include:</p> <ul style="list-style-type: none"> • Assessment, recruitment and retention of Adult English Language Learners (ELLs). • Student Performance Levels and characteristics of each. • Standardized Syllabi and Progress Reports for classroom instruction in Florida. <p>Methods, techniques and strategies for teaching Adults including Strategies That Work - Learner-centered approaches and communicative strategies for teaching ESOL to adults.</p> <p>URL: http://www.ircc.edu/html/esol3/intro.html</p>
<p>Teaching Health Literacy to English Language Learners</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce</p>	<p>This web-based training is designed to arm you as a provider of Adult English for Speakers of Other Languages (ESOL) with strategies, information and resources that will help you to help your English language learners take care of their health. Topics you can use to help your learners include:</p> <ul style="list-style-type: none"> • Access to health services. • Preventive health and nutrition. • The basics - health vocabulary; making appointments, visiting the doctor and describing symptoms. • Preparing learners for talking with the doctor about medication and understanding medicine labels.

<p>Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<ul style="list-style-type: none"> • <i>Strategies That Work</i> - Learner-centered approaches and communicative strategies for teaching health literacy. • <i>From the Web to the Classroom</i> - special sections in each module provide photocopy ready lesson plans and activities for classroom use. <p>URL: http://www.floridatechnet.org/moodle/mod/resource/view.php?id=105 (Create a free Moodle account)</p>
<p>Culture and English Language Learners</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This course examines different dimensions of culture relevant to the learning context, including both the personal cultures of learners and educators and the culture of the larger social political environment. It explores how cultural values influence instruction and looks at several teaching approaches that take culture into account.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>
<p>English for All</p> <p>Provider: National Center on Adult Literacy</p>	<p>Description: This training module is a resource for professional developers who want to help teachers implement English For All effectively. The module, intended as a six-hour training for ESL instructors, contains:</p> <ul style="list-style-type: none"> • Information about English For All

<p>Cost: free</p> <p>Access: anytime</p>	<ul style="list-style-type: none"> • Information about training goals and necessary material • A listing of the principles that guided the development of the module • An annotated agenda • Workshop activities, including a lesson demonstration and website tour • Sample lesson plans • Discussion of potential roadblocks to implementation • Reflection and evaluation activities <p>URL: http://www.literacy.org/tm_efa/index.html</p>
<p>Family Literacy</p>	
<p>Introducing Family Literacy to Adult Learners</p> <p>Provider: California Department of Education, Adult Education Office</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: <i>Introducing Family Literacy to Adult Learners</i> offers a variety of interactive features that includes audios of instructors and learners participating in an actual family literacy lesson. The following content areas are covered in this course:</p> <ul style="list-style-type: none"> • defining family literacy with four components • integrating family literacy into adult education using children's books • using a seven stage plan for lessons • modeling ESL and ABE seven stage family literacy plans using a children's book • writing your own seven stage family literacy plan • setting the stage to implement your own family literacy plan with adult learners at your site. <p>URL: http://www.calpro-online.org/tto/default.asp</p>
<p>Parents and Children:</p>	<p>Description: Parent and Child Together (PACT) Time is perhaps the most complex and unique</p>

<p>Natural Learning Partners</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>component of the four-component family literacy model. This course introduces the basic concepts of PACT Time and covers ways for volunteers to support parents and children as natural learning partners.</p> <p>Various strategies will be introduced for PACT Time activities with young children (birth to age 8) and in the elementary school setting. The course includes information describing the roles of the parents, volunteers and staff in the PACT Time classroom.</p> <p>The course is primarily directed at those who are curious about the notion of parents and children as natural learning partners and who are considering volunteering their time in support of it. However, new family literacy volunteers and recently hired family literacy program staff will benefit as well from the material presented.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>
<p>Volunteers in Parent Education</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p>	<p>Description: This course will define Parent Education and will give you a better picture of how you might become involved in helping parents strengthen their knowledge and skills in order to support their children's literacy development and education.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>

<p>Access: anytime</p>	
<p>Orientation to Volunteering in Literacy</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This course is designed for people who are asking themselves, "What can I do to make my community a better place to live?" Orientation to Volunteering in Literacy will help you make that decision. You will find information about the impact of low-literacy in America, how volunteers play a vital role in helping to meet the need, and how to contact a local program to explore how YOU might become involved.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>
<p>Working with Adult Literacy Learners</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This course is designed for people who are interested in learning more about what it will be like as a volunteer in an adult basic literacy program. Literacy programs are like buildings in a community: they come in many shapes and sizes and have many things in common, but depending on which door you go in, it looks very different inside. Volunteering is a valuable and rewarding experience! This course will help you learn more about adults who attend basic literacy programs, the services provided to help meet their educational needs, and how you can use your knowledge and experience to make an important difference in people's lives.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>

<p>Connecting Families and Computers</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: Family literacy program directors and staff are in the unique position of ensuring that all parents have access to the opportunities and benefits computer technology brings. In this first of two courses, you will learn how to incorporate basic computer applications for parents during the Parent Time and Adult Education components of family literacy. The second course in this two-part series will be released in Spring, 2004.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>
<p>GED</p>	
<p>Administering the GED Tests</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: As the Chief or Alternate Chief Examiner of the GED Tests, you know what the word “pressure” means. Having responsibility for the GED Test means constant concerns about:</p> <ul style="list-style-type: none"> • Maintaining security • Ensuring a smooth operation of the test center. <p>This web-based training has been designed to provide you with some strategies that you can use to ensure smooth operation of the GED Tests. This training will not provide you with everything you need to know, but it can give you some ideas about:</p> <ul style="list-style-type: none"> • Security measures that may take some of the worry out of testing • Examples of procedures to use, whether you are testing at a large or small center

	<p>URL: http://www.floridatechnet.org/inservice/wbt2/</p>
<p>GED Research and Policy</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: In this self-study, you'll focus first on general GED information and the research on the economic benefits of attaining a GED credential. Then you'll think about the policy and program issues related to preparing students for the GED examination and supporting them for the transition to postsecondary education and training.</p> <p>URL: http://www.ncsall.net/?id=1082</p>
<p>Going Beyond the GED</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: Learn why the adult education system should focus on enabling students to develop the academic skills necessary to not only complete the GED, but also to enter postsecondary education and training. Identify strategies for supporting adult education-to-postsecondary transitions for adult education students in your own program or classroom.</p> <p>URL: http://www.ncsall.net/?id=1083</p>
<p>GED 2002 Online Professional Development</p> <p>Provider: Kentucky Educational</p>	<p>Description: GED 2002 Online provides information on the GED 2002 Series Tests, as well as strategies that you can implement in your classroom. The content is divided into four categories:</p> <ul style="list-style-type: none"> • GED Tests Overview • Math • Problem Solving

<p>Television sponsors the program; Kentucky Department for Adult Education and Literacy funds it.</p> <p>Cost: free</p> <p>Access: anytime</p>	<ul style="list-style-type: none"> • Calculator • Grid Format • Writing • Multiple Choice • Essay • Critical Thinking • Thinking Skills • Graphic Literacy <p>Within each module you will find these basic sections:</p> <ul style="list-style-type: none"> • What Do I Know? • Overview • Module Content and Activities • What Did I Learn? • Training Evaluation <p>URL: http://www.ket.org/ged2002/</p>
<p>Using the Internet in Support of GED Math Instruction</p> <p>Provider: National Center on</p>	<p>Description: Designed for professional developers, the purpose of this course is to explore technology-based resources and tools that can be used to bolster the math concepts tested by the GED. While identifying resources and tools is one part of this process, the more important parts are the teacher's ability:</p> <ul style="list-style-type: none"> • to evaluate resources for their usefulness; and

<p>Adult Literacy</p> <p>Cost: free</p> <p>Access: anytime</p>	<ul style="list-style-type: none"> • to consider how the resources could be used most effectively. <p>This course consists of 5 sessions. The first session provides a general overview of some of the larger issues related to teaching math to adults; the next 4 sessions focus on the topics of:</p> <ul style="list-style-type: none"> • Problem Solving; • Geometry, Spatial Sense, and Measurement; • Data Analysis, Probability, and Statistics; and • Algebra. <p>URL: http://www.literacy.org/tm_math/index.html</p>
<p>GED 2002 Making New Connections</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: It is important that teachers and administrators have information on the GED Tests in order to provide quality programs. This training focuses on the GED student, the instructor, the classroom setting, teaching strategies, and information on the GED Tests.</p> <p>There are 5 separate training modules in this series. Video clips have been added to each of the connections to enhance the learning process.</p> <p>Note: this content is currently being updated; however there are numerous resources still available.</p> <p>URL: http://www.floridatechnet.org/in-service/gedteach/</p>

<p>Activity-Based Instruction: Why and How</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: Activity-based instructional approaches emphasize cognitive development, a critically important ability for GED students who plan to enter postsecondary education and training. Examine the implications of the research reported in <i>Cognitive Skills Matter in the Labor Market, Even for School Dropouts</i>. Outline the pros and cons of two activity-based instructional methods—collaborative learning and project-based learning.</p> <p>URL: http://www.ncsall.net/?id=1084</p>
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Health Literacy

<p>Health Literacy: New Field, New Opportunity</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: Learn about the challenges associated with low health literacy, meet some of the new health literacy practitioners in the field, hear about successful strategies and practices, and apply what you have learned to a challenging health literacy scenario. This online tutorial is designed for health and literacy educators interested in addressing health literacy barriers to good health in their work. The tutorial was developed with funding from the National Network of Libraries of Medicine New England Region.</p> <p>URL: http://www.healthliteracy.worlded.org/docs/tutorial/SWF/flashcheck/main.htm</p>
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<p>Teaching Health Literacy</p>	<p>This web-based training is designed to arm you as a provider of Adult English for Speakers of Other</p>
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<p>to English Language Learners</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Languages (ESOL) with strategies, information and resources that will help you to help your English language learners take care of their health. Topics you can use to help your learners include:</p> <ul style="list-style-type: none"> • Access to health services. • Preventive health and nutrition. • The basics - health vocabulary; making appointments, visiting the doctor and describing symptoms. • Preparing learners for talking with the doctor about medication and understanding medicine labels. • <i>Strategies That Work</i> - Learner-centered approaches and communicative strategies for teaching health literacy. • <i>From the Web to the Classroom</i> - special sections in each module provide photocopy ready lesson plans and activities for classroom use. <p>URL: http://www.floridatechnet.org/moodle/mod/resource/view.php?id=105 (Create a free Moodle account)</p>
<p>Learning Styles and Multiple Intelligence</p>	
<p>Adult Multiple Intelligences Theory</p> <p>Provider: World Education</p>	<p>Description: Howard Gardner's research has shown that adults can possess many different kinds of "intelligences" beyond the linguistic and logical abilities that teachers usually expect. Through this course you will learn to recognize the eight intelligences of MI Theory among your students and plan instruction to exploit their unique strengths.</p> <p>Course: http://www.ncsall.net/?id=1125</p>

<p>Cost: free</p> <p>Access: Any time</p>	
<p>Adult Multiple Intelligences in Practice</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: Investigate how practitioner researchers used Multiple Intelligences (MI) theory in their ABE, GED, and ESOL classrooms and in counseling. Discover their experiences and consider how MI theory might apply in your situation. You'll finish the self-study by naming ways you can use MI in working with your own learners.</p> <p>Pre-requisite course: Adult Multiple Intelligences Theory</p> <p>URL: http://www.ncsall.net/?id=1124</p>
<p>Learning Styles and Training Strategies</p> <p>Provider: New Readers Press</p> <p>Cost: 14.95</p> <p>Access: Any time</p>	<p>Description: Individuals perceive and process information in different ways. Understanding these approaches to learning will help you facilitate training that benefits all trainees. While there are many models of learning styles, in this course we will learn about two-Honey and Mumford's typology of learning styles and the VAK model of learning styles. You also will learn training strategies that address each of the different styles of learning. By the completion of this course you will:</p> <ul style="list-style-type: none"> • Explain why understanding learning styles is important to training • Describe two models of learning styles • Identify your own learning style

	<ul style="list-style-type: none"> List three implications for training <p>URL: http://www.newreaderspress.com/Items.aspx?hierId=6830</p>
Persistence	
<p>Helping Adults Persist</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: The researchers featured in this course interviewed Pre-GED students to find out what supported or hindered their persistence in adult basic education programs. They identified four supports to persistence—management of positive and negative forces, establishment of a goal by students, progress toward reaching a goal, and building self-efficacy. You'll want to learn more about these four critical supports to persistence.</p> <p>URL: http://www.ncsall.net/?id=1040</p>
<p>Supports and Barriers to Persistence</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: Find out what students interviewed for the research study listed as the negative and positive forces that affect their ability to persist. This course will help you and your students devise strategies for increasing the positive forces and reducing the negative forces that hinder them.</p> <p>Pre-requisite course: Helping Adults Persist</p> <p>URL: http://www.ncsall.net/?id=1045</p>

<p>Goals and Self Efficacy in Persistence</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: Building self-efficacy, establishment of a goal by the student, and progress toward reaching a goal are three supports suggested by the researchers for increasing student persistence. This course will help you promote mastery and vicarious experiences and explore other ways to build self-efficacy. You'll be challenged to try out a new idea for supporting student persistence.</p> <p>URL: http://www.ncsall.net/?id=1049</p>
<p>Adult Student Persistence: An Overview</p> <p>Provider: World Education</p> <p>Cost: \$24.95</p> <p>Access: Any time</p>	<p>Description: Gain a better understanding of how adult students participate and what helps them to persist in learning. Learn how to apply instructional and programmatic strategies for improving student persistence in this course.</p> <p>URL: http://www.newreaderspress.com/default.aspx?cat=prof&hid=301&pid=PLASP20</p>
<p>Student Retention through Student Success</p>	<p>Description: Explore the relationship between students' retention and their own sense of self-efficacy. You'll learn new and more meaningful processes for tracking students' progress toward meeting educational goals.</p>

<p>Provider: World Education</p> <p>Cost: \$24.95</p> <p>Access: Any time</p>	<p>URL: http://www.newreaderspress.com/default.aspx?cat=prof&hid=301&pid=PLASP20</p>
<p>Improving Student Retention in Adult Education Programs</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: Upon completion of this training, you will be able to:</p> <ul style="list-style-type: none"> • Conduct a retention study • Discuss the characteristics of a reluctant learner • Identify barriers and motivational factors that interfere with learner success • Identify and implement practical strategies to retain students in your program • Analyze student data to develop a retention plan for your program <p>Registration required (free): Just type in your information.</p> <p>URL: http://www.floridatechnet.org/inservice/retention2005/retention2005 .htm</p>
<p>Potpourri</p>	
<p>Education Topics</p> <p>Provider: Association for</p>	<p>Description: Education Topics are short multimedia lessons on topics that interest all levels of educators. Each lesson includes a definition, short articles on the topic, audio and video files of experts and practitioners, and a listing of resources that you can use to continue your professional</p>

<p>Supervision and Curriculum Development</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>development. While some of the topics are K-12 specific, others have information relevant to adult education. Such topics include <i>Brain and Learning</i>, <i>Differentiating Instruction</i>, <i>Multiple Intelligences</i>, and <i>Problem-Based Learning</i>.</p> <p>URL: http://www.ascd.org/cms/index.cfm?TheViewID=350&flag=350</p>
<p>PBS TeacherLine</p> <p>Provider: PBS</p> <p>Cost: Most courses are approximately \$150. Graduate credit is available for many of them for an additional fee.</p> <p>Access: scheduled, check website</p>	<p>Description: PBS TeacherLine, funded by a grant from the U.S. Department of Education, is committed to helping teachers acquire the skills they need to prepare students for a successful future. TeacherLine provides online professional development through facilitated courses that meet national and local standards, supportive and collaborative learning communities and a wide variety of Internet-based resources.</p> <p>Courses cover a variety of topics, many of which are relevant to adult education. Subject areas include Curriculum Mapping, Instructional Strategies, Interdisciplinary, Mathematics, Reading/Language Arts, Science, and Technology Integration. Courses are conducted at scheduled times and vary depending on your location. Check the website for details.</p> <p>URL: http://teacherline.pbs.org/teacherline/welcome.cfm</p>

<p>Multimedia Educational Resource for Learning and Online Teaching (MERLOT)</p>	<p>Description: MERLOT is a leading edge, user-centered, searchable <u>collection</u> of <u>peer reviewed</u> and selected higher education, online learning materials, catalogued by registered members and a set of faculty development support services. MERLOT's vision is to be a premiere online community where faculty, staff, and students from around the world share their learning materials and pedagogy.</p> <p>URL: http://www.merlot.org/merlot/index.htm</p>
<p>Reading</p>	
<p>Assessment Strategies and Reading Profiles</p> <p>Provider: NIFL</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: The "Mini-Course" offers an opportunity to learn more about reading. You will find extensive information on the major reading components and assessment as well as sections containing references and downloadable resources.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Reading Components • Assessments Drive Instruction • Using a Questionnaire • Using Assessments <p>URL: http://www.nifl.gov/readingprofiles/MC_Intro.htm</p>
<p>Teaching Learners What Reading Is All About</p>	<p>Description: <i>Understanding What Reading Is All About: Teaching Materials and Lessons for Adult Basic Education Learners</i>, is based on findings from reading research conducted by NCSALL and others. This guide offers 13 lessons designed to help learners understand the components of reading that are part of</p>

<p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>becoming a more fluent reader. Review <i>Understanding What Reading Is All About</i>, consider why it is important for learners to know about the components of reading, and determine how and when you could use this guide with learners.</p> <p>URL: http://www.ncsall.net/?id=804</p>
<p>Reading Difficulties</p> <p>Provider: World Education</p> <p>Cost: free</p> <p>Access: Any time</p>	<p>Description: In <i>Lessons from Preventing Reading Difficulties in Young Children for Adult Learning and Literacy</i> the authors outline risk factors identified in children with reading difficulties and compare these to those of adult literacy students. Instruction should address the social risk factors with which adult learners contend as well as the component reading skills. Reflect on your assumptions and beliefs about teaching reading and consider how the personal and social risk factors may impact learning how to read.</p> <p>URL: http://www.ncsall.net/?id=805</p>
<p>Ideas for Teaching Reading</p> <p>Provider: World Education</p>	<p>Description: Explore some of the research on reading and its implications for the development of curriculum and instructional techniques. Read articles that relate to your role in the program—ABE instructor, ESOL instructor, or program administrator/counselor. Consider how the findings or practices might apply to your situation and develop plans for trying out some of the ideas.</p> <p>URL: http://www.ncsall.net/?id=806</p>

<p>Cost: free</p> <p>Access: Any time</p>	
<p>Comprehensive Reading and Strategies Help!</p> <p>Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This web-based training will provide you with information and resources that will help you help your students become better readers. Topics within this training include:</p> <ul style="list-style-type: none"> • The Adult Learner and Brain Compatible Classrooms • Essentials of Reading • Adult Learners and Comprehension Strategies • Helping ESOL Students and Students with Learning Disabilities • Helping the Adult to Help the Child <p>URL: http://www.floridatechnet.org/moodle/course/view.php?id=8 (Create a free Moodle account)</p>
<p>Volunteers/Family Literacy</p>	
<p>Orientation to Volunteering in Literacy</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p>	<p>Description: This course is designed for people who are asking themselves, "What can I do to make my community a better place to live?" Orientation to Volunteering in Literacy will help you make that decision. You will find information about the impact of low-literacy in America, how volunteers play a vital role in helping to meet the need, and how to contact a local program to explore how YOU might become involved.</p>

<p>Cost: free</p> <p>Access: anytime</p>	<p>URL: http://literacynetwork.verizon.org/tln/courses</p>
<p>Working with Adult Literacy Learners</p> <p>Provider: National Center for Family Literacy and Pro Literacy Worldwide</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: This course is designed for people who are interested in learning more about what it will be like as a volunteer in an adult basic literacy program. Literacy programs are like buildings in a community: they come in many shapes and sizes and have many things in common, but depending on which door you go in, it looks very different inside. Volunteering is a valuable and rewarding experience! This course will help you learn more about adults who attend basic literacy programs, the services provided to help meet their educational needs, and how you can use your knowledge and experience to make an important difference in people's lives.</p> <p>URL: http://literacynetwork.verizon.org/tln/courses</p>

Writing

Writing Without Fear

Provider: National Center for Family Literacy and Pro Literacy Worldwide

Cost: free

Access: anytime

Description: Tutors and teachers often have a difficult time getting students to write. Trying to put one's thoughts down in a way that makes sense and at the same time trying to remember all the rules of grammar and spelling can be daunting to anyone, especially to a new writer. In this workshop, participants learn a writing process that can help students (and themselves) overcome their fear of writing. Participants will learn this process by reflecting on their own experiences as teachers and writers, as well as by doing some writing themselves.

URL: <http://literacynetwork.verizon.org/tln/courses>

Workplace Readiness

Effective Teaching Strategies And Curriculum Resources For Workplace Readiness

Provider: Florida TechNet, funded by the Florida Department of Education, Division of Workforce Education/Adult Education

Description: The Workplace Readiness Program allows you to provide students with the preparation needed to enter the workplace. It contains elements that will motivate students to become productive, self-sufficient members of society.

This module has been developed to provide specific teaching strategies that you can use with Workplace Readiness. Emphasis has been placed on strategies that will help students:

- Identify career/technical interest and aptitude in making career choices,
- Demonstrate job acquisition and job retention skills, and
- Apply SCANS Competencies.

<p>Cost: free</p> <p>Access: anytime</p>	<p>URL: http://www.floridatechnet.org/moodle/mod/resource/view.php?id=12 (Create a free Moodle account)</p>
<p>Managing a SCANS-based Classroom</p> <p>Provider: California Department of Education, Office of Adult Education</p> <p>Cost: free</p> <p>Access: anytime</p>	<p>Description: SCANS stands for the Secretary's Commission on Achieving Necessary Skills. <i>Managing a SCANS-based Classroom</i> will assist instructors in maximizing student classroom involvement by applying a SCANS approach to instruction. The course offers a variety of interactive features that includes audios and videos of an instructor and students participating in an actual SCANS-based lesson. The following content areas are covered in this course:</p> <ul style="list-style-type: none"> • Background and overview of the report from the Secretary's Commission on Achieving Necessary Skills • Identification of the SCANS skills and competencies • Establishing effective teams for classroom activities and instruction • Integrating SCANS into your lesson plans • Utilizing assessments for teachers and students • Creating and implementing your own SCANS-based lesson plan with your students. <p>URL: http://www.calpro-online.org/tto/default.asp</p>